

*ADP Control Officer*

ODP-81-284  
9 March 1981

MEMORANDUM FOR: See Distribution

FROM : [REDACTED]  
Policy & Plans Group, Management Staff, ODP

SUBJECT : ADP Procurement Seminar

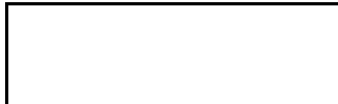
1. The Office of Data Processing will sponsor the last running for fiscal year 1981 of a two day ADP seminar for Agency staff employees on procurement of ADP equipment and services. A proposed agenda for the two day session is attached. The seminar will be conducted by [REDACTED] and will be held at [REDACTED] from 0900 to 1630 on 30 and 31 March 1981 (map is attached). There will be no fees charged for your attendees to this course.

2. Instead of requesting the submission of a new list of individuals, we are submitting for your verification the list of individuals who could not be accommodated at the last ADP Seminar (see attached). It is most important that this list be verified by 23 March 1981 so we can be sure that all of the positions are filled. Since we only have as many total positions as there are names outstanding, we ask that names be added in lieu of but not in addition to those on the attached list.

3. No Agency transportation is planned at this time, but carpools are encouraged. If any attendees are interested in carpooling, please also submit the area where they live. We will contact those from the same area and provide a list of potential carpool members.

4. To verify attendance or if there are any questions regarding the ADP Seminar please call me on

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Att: a/s

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